**VEENA**

**Phone**: C/o 971504973598

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**FINANCE & ACCOUNTING PROFESSIONAL**

***Result-driven professional with a verifiable track record targeting assignments in Accounting / Auditing/ Financial Control/ Payables & Receivables Management with an organization of repute***

***preferably in Abu Dhabi & Dubai***

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| PROFILE SUMMARY |

* An **enthusiastic & high-energy driven professional** with over **4 years** of experience in **Financial Accounting, Process Transition, Accounts Receivable / Payable, Budgeting & MIS**
* Presently associated with **Basiligo Restaurant** Llc, UAE, Abu Dhabi as **Accountant & Purchasing Manager**
* Performed **internal audit** of **Thrissur Chapter of ICAI and KILA (Kerala Institute of Local Administration)**
* Proficiency in managing **financial accounting, receivables & payables management, preparing ledger books, bank reconciliation statements and finalization of accounts**
* Proficient in Liasioning with **local banks & local service tax departments** for compliance
* Possess **effective communication, interpersonal & problem-solving, negotiation skills** and has overcome extremely busy and hectic schedules

**CORE COMPETENCIES**

***~******Accounts Finalization ~Vendor Management ~ Statutory Compliance***

***~Insurance & Stock Monitoring ~ Fund Accounting & Taxation ~ Audit & Taxation***

***~Treasury Management ~Receivables/Payable Management ~Liaison & Coordination***

**WORK EXPERIENCE**

***Since Oct’16 with Basiligo Restaurant Llc, UAE, Abu Dhabi as Accountant & Purchasing Manager***

**Key Role:**

* Preparing **Bank Reconciliation Statements** in dirhams, **Balance Sheet Account Reconciliations; Statutory Books of Accounts & Fixed Asset Register**
* Conducting **balance sheet analysis**, **financial reporting** and managing month-end activities such as **prepaid expense amortizations, depreciations, accruals, provisions**
* Planning & managing **Petty Cash and Bank Transaction** and **Invoice Accounting**
* Making **financial statements** including **Trial Balance, Profit & Loss A/c, Age-Wise Accounts Payables and Receivables Statements and Balance Sheets**
* Coordinating with banks for various financial & other matters
* Executing day-to-day processing of **Accounts Payable (AP) transactions** to ensure that organizational finances are maintained in an **effective, up-to-date and accurate manner**
* Publishing **MIS reports** to provide feedback to **top management** on **financial performance** such as **monthly profitability, age-wise analysis of debtors** as per the requirement of management
* Maintaining record of **cheque returns, deliverables like cheque books, ATM Pins and welcome kits, petty expenditure of the branch** which further got audited by the **internal auditor** on a quarterly basis
* Ensuring on-time audit completion; resolving **internal and statutory auditors** queries effectively and monitoring fund requirements post requirement analysis in consideration with **Trade Creditors Payments**, Payments through **Bill of Exchange** and other normal daily requirements

**Highlights:**

* Suggested new ways to improve **financial reporting** quality and provide timely responses to senior management
* Incorporated tax entries as per local **GAAP** as advised by the **Corporate Taxation team / external Tax Consultants**
* Undertook **financial statement variance analysis i.e.,**  **actuals vs. forecast**, **period-over-period actuals**; provided explanations / insights on the same
* Monitored all **purchase and expense accruals** that had aged more than **15 days** and ensured **timely reversal** of **over accruals**

***Nov’15 to Jul’16 with Steel & Industrial Forgings Ltd. (Athani) Govt. Undertaking, Kerala, India as CMA Trainee***

**PREVIOUS EXPERIENCE**

***Sep’15 to Oct’15 with SHA&CO., Kerala, Govt. Undertaking as Auditing Assistant***

***Mar’15 to May’15 with KILA (Kerala Institute of Local Authority, Govt. Undertaking as Auditing Assistant***

***Mar’12 to Feb’14 with ICMS (Institute of Cost and Management Studies), Thrissur, Kerala, India as Accountant***

* Pursuing **Master of Commerce** from Calicut University, India

**ACADEMIC DETAILS**

* **B.Com. (Finance and Co-operation)** from Calicut University; secured **52%** in 2010
* **12th** from St. Josephs C.G.H.S.S. Thrissur, Kerala, Board of Higher Secondary Education**; scored 82%** in 2006
* **10th** from St. Josephs C.G.H.S.S. Thrissur, Kerala; got **82%** in 2004

**Others:**

* **Cleared CMA Intermediate Examination; got 40th rank in June 2015**

**IT SKILLS**

* MS Office (Word, Excel, PowerPoint
* Internet Applications
* Computerized Financial Accounting (Tally)

 **PERSONAL DETAILS**

Date of Birth: 9th November 1988

Languages Known: English & Malayalam

Valid Till: 7th October 2025

***References Available on Request***